

South Canterbury RTL B Cluster



OPERATIONAL DOCUMENT

REVISED 2010

1. Management

a. Description of cluster	3
b. Management Committee	4
c. Referral Committee	4
d. Maori students	5
e. Employer School Responsibility	5
f. Induction Process and Responsibilities	5

Policies:

RTLB	7
Professional Learning	9
Finance	10

Procedure:

Learning Support Funding	12
--------------------------	----

1a. Description of the Cluster:

The South Canterbury Cluster works with students from years 0-10, presenting with moderate learning and behaviour concerns within the nineteen rural schools. These schools are serviced by three Resource Teachers: Learning and Behaviour, all hosted in three different Employer Schools: Mackenzie College (Anne Irving), Opihi College (Sue Jensen) and Geraldine Primary School (Jan Marr)

In this cluster there are three high schools – Mackenzie College, Geraldine High School, and Opihi College; one Area school – Twizel; and fifteen primary schools. A Memorandum of Agreement is signed by each school in the cluster.

The schools are organised into 4 geographical groups:

1. Pleasant Point Primary School

St Joseph's Pleasant Point

Cannington School

2. Winchester Rural School

Opihi College

Temuka Primary School

St. Joseph's Temuka

Arowhenua Maori School

3. Geraldine Primary School

Geraldine High School

Carew Peel Forest School

Woodbury School

4. Albury School

St. Joseph's Fairlie

Mackenzie College

Fairlie Primary School

Lake Tekapo School

Twizel Area School

Mount Cook School

1b. Management Committee:

- The Management Committee comprises the minimum of one representative from each of the four school groups within the cluster, (Temuka, Geraldine, Pleasant Point, Fairlie/Twizel); the 3 RTLB's; a small school representative; and a SE representative.
- The management committee will meet each term and meetings will be chaired by the cluster convenor.
- The Management Committee will:
 - a) Be responsible for the professional operation of the South Canterbury Cluster, making any interim policy decisions as the need arises, and review policies within the **3 year cycle**.
 - b) Be involved in the development & updating of the Operational Document describing cluster policies and procedures.
 - c) Ensure that RTLB are available to all schools in the cluster.
 - d) Be involved in the appointment of both permanent and relief staff
 - e) Ensure the partnership with parents/caregivers and with tangata whenua/iwi is respected in the process of policy approval
 - f) Send minutes by email to all Cluster schools following each Management Committee Meeting, and have them posted on the Sth Canterbury RTLB wiki.
 - g) Ensure the Coordinator sends out a reminder for the next meeting with an agenda attached.
 - h) Be responsible for presenting an annual report to the Ministry of Education – RTLB & Fundholder School Principal.
 - i) Ensure a team approach to interventions undertaken by the RTLB is followed which involves the RTLB, classroom teacher, parents/caregivers and agencies currently involved with the student.
 - j) Be accountable for the efficient and equitable operation of the RTLB service.
 - k) Support the employing principals in providing professional learning and support for RTLB

1c. Referral Committee:

The referral committee

- Comprises three RTLB, one Host Principal or Cluster Coordinator and a GSE representative.
- Meets at least twice a term
- Makes case allocations on the basis of the best use of the skills in the team and on workload
- Decides on the allocation of Learning Support Funding & keeps a running record of funding and hours allocated at each meeting. (See policy & procedure, LSF application form & evaluation form attached)
- The RTLB collates all LSF applications and passes this on to the Executive Officer of the Fund Holder school for reimbursement to schools.
- Meets on a rotational basis between the Host Schools including the Fund Holder school, and is chaired by the respective Principal. The chair person is responsible for taking the minutes and reporting to Management Committee.

1d. Maori Students:

- Maori students are part of the normal referral procedure
- The cluster has access to the RTLB Maori in Christchurch
- SE employs a Kaitakawaenga. The cluster has access to this service through SE
- Each school has a teacher responsible for Maori
- Support and guidance for Maori students is available in Sth Canterbury through the Ministry of Education, WAVE, Arowhenua Marae, and the Kaihau Maturanga Maori

1e. Employer School Responsibilities:

- RTLB have a Job Description that details their work relationships, position, purpose and key tasks and person specification based on the nationally prescribed RTLB job description at www.tki.org.nz/r/governance/rtlb
- The employer School Board has all the employment responsibilities for RTLB
- Appointments of new RTLB are done in conjunction with cluster needs and Management Committee recommendations
- RTLB will not undertake relieving work in the classroom or fill a role not connected with the role of the service
- RTLB are available to work across the cluster and in any of the cluster schools.
- Performance Appraisal is the Host Principal's responsibility with an annually negotiated agreement.
- The Principal may grant up to 5 days discretionary leave. Longer-term leave requests go to the Management Committee for consideration and recommendation to the Host School's Board
- Sick Leave (no relief teachers required) must be recorded
- The RTLB shall attend a minimum of two one-hour supervisions per year, and a maximum of four. Any additional supervision would need the prior approval of their Host principal (where a suitable supervisor is available).
- The RTLB is supported in training towards appropriate qualifications, including providing a reduced workload and study leave as required
- Adequate office facilities are provided

1f. Induction Process and Responsibilities

The host school is responsible for ensuring that induction is provided to newly appointed RTLB. Related to this, time should be allocated for induction, on appointment and prior to the allocation of case work.

Induction should be tailored to the individual needs of the appointee following the guidelines below.

After the appointment, the management committee will :

- assign a buddy or mentor to carry out / lead the induction process.
- provide time for the new appointee to read, discuss and learn about the cluster, and cluster schools' policies, procedures and preferences.
- arrange for the new appointee to spend a work day with each colleague

Induction to the Role

For appointees who have not previously been employed as RTLB, all the above should be included in the induction, plus the following:

- Information about the RTLB role and the principles under which it operates. This needs to occur before the RTLB accepts referrals.
- RTLB guidelines and processes
- Opportunity to co work on a case with a more experienced RTLB
- Information about the NZRTL Association
- New appointees also need an understanding of, and respect for, Maori worldviews. Therefore, where possible, induction should cover this.

SOUTH CANTERBURY CLUSTER POLICY FOR RESOURCE TEACHERS: LEARNING AND BEHAVIOUR

Rationale

South Canterbury RTLB work under the guidelines outlined in the Ministry of Education's RTLB Policy and Toolkit document, with specific consideration to the following policies guiding practice in this region:

Policy

1. The South Canterbury Cluster will only enrol Year 0-10 students referred by schools within the Ministry's designated cluster.
2. Referrals will be subject to acceptance by the referral committee
3. Confidentiality is strongly respected and information relating to teachers, children and their families is governed by the Privacy Act 1993. Sharing of any information pertaining to a student must ensure the Privacy Act is not breached.
4. RTLB will ensure programmes have been implemented and objectively evaluated and will report regularly on their work to the Management Committee
5. RTLB will administer the Learning Support allocation money based on the CAP for students. 10% will usually be kept in reserve each term for emergencies.
6. Permission, in writing, for the South Canterbury RTLB to be involved must be given by the school and the parents/caregivers of the student. (In the case of difficulties the RTLB can refer parents to an individual advocate such as Parent to Parent)
7. Information assessing the suitability for the South Canterbury RTLB involvement must be on the Confidential Referral Form (official form).
8. Data collected by RTLB cannot be used for classroom teacher competency issues.

Procedures

Referral

- A Resource Teacher: Learning and Behaviour will carry out observations and collect relevant data in response to referrals
- Students may be referred if they have failed to respond to the interventions supplied by the school whether they are learning and/or behaviour issues

Interventions

- Data collected by the assigned RTLB will include assessment of the student's skills within the environments within which she/he interacts. This may include the classroom, playground and home environs.
- A consultation process between the classroom teacher(s), others nominated, assigned RTLB, Principal (where appropriate) and parents/caregiver will help determine the objectives of any intervention which will achieve positive and effective outcomes.
- Programmes based on observations will be developed co-operatively by the assigned RTLB and classroom teacher, and in consultation with parents/caregivers wherever appropriate/possible.
- Once an intervention is put into place the assigned RTLB will continue to monitor the programme.
- Any support, skills or resources necessary for a successful outcome will be shared by the assigned RTLB on an ongoing basis until the student is withdrawn from the South Canterbury RTLB roll.

- Referral Committee will allocate funding from the Learning Support Fund to support a specific Intervention Plan, with time required included. This intervention should be part of a student's IEP. A specific procedure will be followed for allocation.

Staff development

- RTLB may provide appropriate staff development on a whole staff basis
- Whole school (or individual staff development may be requested by a school within the cluster or may be suggested by the South Canterbury RTLB Management Committee if the nature or frequency of referrals indicates it may be advantageous.
- Any staff development will be governed by a written agreement outlining the role and responsibilities of the RTLB and staff. Also the programme details and the time frame as agreed upon by staff

Reporting, evaluation and appraisal

- Schools will have an opportunity to give feedback to the South Canterbury RTLB Management Committee on the effectiveness of the RTLB Policies. These policies will be reviewed triennially and the RTLB service effectiveness will be evaluated at case closure or programme evaluation time.
- RTLB will supply a caseload report for Management Committee meetings. Referral meeting host principal will supply a report to the Management Committee. RTLB Annual Report will be supplied to the Ministry of Education – refer to Memorandum of Attachment.
- The employing school is responsible for RTLB appraisal.

Policy Review

Schools and RTLB will receive a questionnaire to complete to see if the procedures listed below are being met or need changing.

1. Are permission forms being used?

YES ☐ NO ☐ Comment

2. Is the consultation process working?

YES ☐ NO ☐ Comment

3. Are RTLB interventions appropriate and effective?

YES ☐ NO ☐ Comment

4. Did your school receive whole school staff development?

YES ☐ NO ☐ Comment

5. If your school received individual teacher development from the RTLB were written roles agreed upon?

YES ☐ NO ☐ Comment

6. Are RTLB allocating funding based on CAP?

YES ☐ NO ☐ Comment

Chairperson _____

Date 27/07/10 To be reviewed June 2013

**SOUTH CANTERBURY CLUSTER
POLICY
RESOURCE TEACHERS: LEARNING AND BEHAVIOUR
~ PROFESSIONAL LEARNING**

Rationale

RTLB have regular opportunities to engage in evidence-based professional learning that is tailored to their role.

Policy

1. Personal and professional development in the learning and behaviour area is expected and promoted
2. Opportunities for the RTLB to build on existing knowledge and experience within relevant curriculum developments, education trends and Special Education delivery are provided.

Procedures

1. RTLB subscribe to the RTLB Association and Special Education Association, with subscriptions paid by the Cluster.
2. RTLB are encouraged to attend area meetings of the RTLB groups.
3. The cluster has a professional development budget, to be reviewed annually
4. RTLB are offered the opportunity to attend the RTLB Association Conference annually. This will be fully funded by the South Canterbury Cluster Operational and Travel Allowances.
5. Selected professional learning courses and other professional development opportunities will be undertaken annually as negotiated with and by RTLB.
6. RTLB will be included in any curriculum development programmes at their host schools, and/or other schools within their service area.

Policy Review

Have each of the above stated procedures been followed?

Objective

- | | | | |
|---|------------------------------|-----------------------------|---------|
| 1 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Comment |
| 2 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Comment |
| 3 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Comment |
| 4 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Comment |
| 5 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Comment |
| 6 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | Comment |

Chairperson _____

Date 27/07/10 To be reviewed June 2013

**SOUTH CANTERBURY CLUSTER
POLICY
RESOURCE TEACHERS: LEARNING AND BEHAVIOUR
~ FINANCE**

Rationale

The annual Operational Funding and Travel Allowance provided by the Ministry is used for the effective administration of the South Canterbury Cluster.

Policy

1. Workable guidelines for the use of the annual grant in the best interest of the RTLB and services they offer are established and maintained.
2. Learning Support funding is utilised for student support programmes

Procedures

1. The full Operational Funding and Travel Allowance will be directed to and managed by the Fund Holding School. These accounts will be managed separately from the school. The interest gained from holding the money will lower the administration costs associated with being the Fund Holding school.
2. Any surplus funds in the Operational or Travel accounts will roll over automatically to the following year for the continued use of the RTLB Cluster
3. Account schedules will be produced and maintained by the Host School and claims sent to the Fund Holder at the end of each term. An annual audit of the RTLB accounts will be included in the Fund Holding school's annual audit.
4. Travel claims and expenses will be made at the end of each month. Claims will be made on the approved cluster forms and will be countersigned by the principal of the fund holder school
5. Reimbursement will be calculated at the rate set in the Support Staff in School Collective Agreement.
6. Travel costs incurred by the RTLB to attend the annual RTLB Conference and approved professional development courses will be reimbursed from the travel account
7. The appropriate order system managed by the Fund Holding school will be followed by the RTLB when purchasing resources. Any work related expenses, within budget, will be reimbursed upon presentation of official receipts of invoices
8. The RTLB will maintain an inventory of all resources and assets belonging to the South Canterbury Cluster
9. The Fund Holding school will present an updated budget review at each cluster meeting
10. RTLB, in consultation with the Fund Holding school, will prepare an annual draft budget to be presented at the Term 1 meeting for approval
11. The financial year is to be the same as the Fund Holding school's
12. The RTLB will be responsible for administering the Learning Support funds based on the approved procedure
13. Schools will be reimbursed for LSF at the completion of a programme and production of an invoice to the fund holding school.
14. Year 11-13 Funding will be allocated based on 1st March Year 11-13 rolls and biannually paid to schools.

Policy review: To be completed by RTLB and management committee.

1. Are base schools sending claims at the end of each term?

YES ☐ NO ☐ Comment

2. Have RTLB put in travel claims as outlined?

YES ☐ NO ☐ Comment

3. Is the order book system working?

YES ☐ NO ☐ Comment

4. Are schools sending in reimbursement forms for travel allowance funding?

YES ☐ NO ☐ Comment

Chairperson

Date 27/07/10 To be reviewed June 2013

PROCEDURE FOR THE USE OF LEARNING SUPPORT FUNDING SOUTH CANTERBURY RTL B CLUSTER

Purpose

Each RTL B cluster receives Learning Support Funding, “to be used for students with learning and behaviour difficulties, to be allocated according to local needs and priorities”.
(Ministry of Education letter to all schools 5 November 1999)

Procedure

1. The fund is to be used to support specific Individual Education Programmes initiated by an RTL B. The student(s) must be registered with an RTL B to receive the support

2. If support is in the form of teacher aide hours, the teacher aide’s work must be clearly linked to the learning and/or behavioural outcomes of the Individual Education Programme initiated by the RTL B

The specific teacher aide used is at the discretion of the school; however, the RTL B is to be consulted about this decision.

The teacher aide hours are to be paid by the school and reimbursed by the South Canterbury cluster at the conclusion of the programme.

Reimbursement by the cluster will be at a maximum of step 7 of the Associate Grade B pay scale as detailed in the Support Staff in Schools’ Collective Employment Agreement.

The actual payment rate to the teacher aide is at the discretion of the school within the bounds of its approved Individual Employment Agreement or the Collective Employment Agreement.

3. If support is in the form of professional assistance or resources then this must be approved by the Management Committee. Resources purchased remain the property of the Cluster and not individual schools.

4. Emergency Learning Support Funding

Referral Meetings are held twice a term, but sometimes issues arise between meetings. Behaviour/safety issues are likely to be most urgent, requiring access to Emergency Learning Support Funding.

Application is to be made through RTL B to the Principal of the Fund Holding school, if the Interim Response Fund does not cover the requirements.

Hours will only be allocated to carry through to the next regular referral meeting. Emergency funds allocated will come from total possible/student (100 maximum).

Conclusion

The intention of this procedure is to provide clear and fair guidelines for the use and allocation of Learning Support funding within the South Canterbury RTL B Cluster.

2. Administration

a. Financial Management	14
b. Cluster Resourcing	14
c. Travel Management	14
d. Insurance	14

2a. Financial Management:

- The Fund holder School receives cluster funding from the MOE and handles all the cluster finances
- A financial report is presented every term at Management meeting by the Fund holder school
- The Fund Holder school retains interest from the Cluster funds each year to cover costs of administering the Fund

2b. Cluster Resourcing:

- Cluster funds are managed in the following categories:
 - a) Administration – phone, stationery, miscellaneous items;
 - b) Professional Development – courses, RTLB Conference
 - c) Travel: km claims for reimbursement of own vehicle/ lease vehicle payments
 - d) Resources: Programmes, books, DVDs, CDs, teacher/teacher Training identified by cluster, computer programmes
An Asset Register is maintained
 - e) Learning Support Funding: Training for Teachers/Teacher Aides
Assessment Programmes
Policy & LSF forms – (Application form attached)

2c. Travel Management:

- Travel reimbursement for RTLB privately owned car – rates according to RTLB union
- Mackenzie College RTLB has a lease car paid by Cluster (Vehicle Fleet, CHCH)
- Travel claim form should be completed at end of each month and sent to Fund Holder school
- Reimbursement is paid directly to personal bank account by the 20th of following month. Copy of reimbursement details are sent to the RTLB

2d. Insurance:

- Insurance is paid by Cluster for Lease car.